



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Probation Officer III

**FLSA:** NE

**SERVICE:** Classified

**REVISED:** 09/29/05

**Summary:** Under general supervision, performs lead or first-line supervisory and professional work of considerable difficulty in providing correctional casework serves to assigned probationers, and performs related duties as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises a caseload of assigned probationers requiring minimum to maximum supervision.
- Supervises and evaluates Probation Officer I, Probation Officer II, Probation Surveillance Officer I and Probation Surveillance Officer II assigned to their division of responsibility.
- Conducts pre-sentence investigations and writes pre-sentence reports.
- Compiles and maintains social histories and case histories.
- Interviews probationers, families, authorities, employers and victims; reviews and evaluates criminal records, police reports and psychiatric and psychological reports; evaluates criminal personalities, behaviors and rehabilitation potential; testifies in court regarding probationers' history and potential.
- Coordinates services for probationers: sets appointments, makes referrals, provides for counseling and transports probationers. Meets with probationers to address their needs.
- Responds to emergency situations regarding probationers with immediate problem solving.
- Visits sites for field inspections of probationers to ascertain if court orders and probation orders are being followed.
- Conducts surveillance, serves warrants, performs searches, makes arrests and transports defendants and probationers.
- Performs administrative and supervisory duties as assigned.
- Composes and compiles information for progress reports and forms.
- Provides guidance and evaluation of performance for other probation officers to perform their jobs.

### Knowledge and Skills:

- Knowledge of the principles and practices of corrections and probations services, intensive probation and pre-sentence reports.
- Knowledge of methods and techniques of counseling and rehabilitation.
- Knowledge of search, transportation and restraint procedures.
- Knowledge of principles and practices of supervision.
- Knowledge of the APETS and JOLTS offender tracking systems.
- Skill in personal interaction, counseling and interviewing.
- Skill in effectively communicating verbally and in writing
- Skill to establish and maintain effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

### Minimum Qualifications:

Bachelor's Degree in Criminal Justice or the Behavioral Sciences or related field; AND five years experience in probation or corrections field; AND a valid driver's license; AND must successfully pass a drug test and background check with no felony convictions.